

Joint Occupational Health and Safety Committee (JOHSC)

October 19, 2022, 1:00 – 2:30pm MT

Location: Google Meet

Meeting Minutes

In attendance:

Arleen Gallo, AVP, Human Resources (Employer Co-chair)

Robert Siklodi, Manager, EH&S

Mark Keller, Director, Residence Services

Curtis Lang, Manager, Financial Reporting & Accounting Ops

Maureen Evans, Manager, Student Systems & Communications

Crystal Koch, VP, MRSA (Employee Co-chair)

D. Scharie Tavcer (MRFA representative)

Milena Radzikowska (MRFA representative)

M Helena Myllykoski (MRFA representative)

Joe Frazao (MRSA representative)

Kathy Homer (Exempt Representative)

Claire Grant (Administrative Support)

Lesley Pyne (EH&S representative)

Regrets: Amy McCarthy (MRSA representative)

1. Approvals

- 1.1. Minutes, September 19, 2022, approved but not yet posted. Links to Resolver to be removed before posting. No additions to current agenda.

2. Introductions

Welcomed Maureen Evans, Manager, Student Systems & Communications and Curtis Lang Manager, Financial Reporting & Accounting Ops to the employer group. General introductions were made by the group.

3.

3.1. JOHSC Google group email and chat

A new group email has been set up as well as a Google Chat. Both are owned by employer.

3.2. Committee Training / Suggestion from Employee for external lawyer to answer committee questions

Employer sent note to government to see if there was any training which they are doing. Currently not offering any and they suggested a third-party provider. Employee suggested having someone from legal come to one of our meetings to answer questions about our role – have them attend for a couple of hours or have a separate meeting for this. Employee hesitant as they have their own legal counsel.

Action Item: *Start with getting together a list of questions. Employee will create a Google document on the Google Drive. Employer will look at doing another training session online for those who didn't attend before.*

Action Item: *Email employer if didn't attend previous training session.*

Action Item: *Additional training for co-chairs requested by employee . Employer to look into this.*

3.3. Terms of Reference

About halfway through completion. Have a meeting today on this. The Terms of Reference is fairly solid, need processes in place. Looking to come back with completed document before next meeting. Will then need to look at process and proceedings.

3.4. 2023 Meeting Schedule

Will keep sending Doodles for 2023 meetings.

Action Item: *Employee to re-send November and December, 2022 meeting invites.*

Employee pre-meetings were discussed. Discussed how training really helped to increase knowledge. Employee expressed preference was to meet as a group rather than have two separate groups. If have everyone able to add items to agenda and receive meeting materials further in advance of the meeting, that would help alleviate any issues. Consensus was to just have the one meeting.

3.5. Incident Report available with Agenda for adequate review prior to meeting

Resolver report not available as security staff who produce this away sick. The Incident Report goes to last Friday, October 14th. Employee advised they knew of at least two psychosocial reports that are not on this report.

Action Item: *Employee to discuss missing psychosocial reports with employer.*

Employee advised of issues with the Resolver form – reliability not there.

Action Item: *Employee to advise employer of issues with Resolver form, whether it is an IT issue or Resolver issue. Need to keep this as an agenda item for next meeting.*

Employee inquired about break-ins of offices. Employer advised this is not a closed incident as yet. Employee asked if could be brought back as agenda item once closed.

Action Item: *Office break-ins to be brought back as agenda item once incident closed.*

Total of 12 Incidents:

- 6 Hazardous Condition
- 3 Injury/Illness
- 3 Psychosocial (new)

Paper Incident form from HR has harassment and violence sections. Resolver form also has Psychosocial. Both forms should be the same.

Look to communication to staff about form to fill out. Employer (ME) is the communications person for students so can communicate this to the MRU community as a whole.

Employee felt it would be good as something for onboarding plus a reminder twice/year.

Action Item: *Employers to meet to have a follow up discussion. HR and EH&S Incident Forms to be consistent. Look at adding form to onboarding with reminder twice/year. Look at ways to communicate to MRU community as a whole.*

4. New Business

4.1. Violence and Harassment training and communication of OHS order to employees

Action Item: *Employee inquired how often this training needed to be completed?*

4.2. Safety Advisory Groups creation and JOHSC's role

Employer will add link in the chat. The SAG group will be bringing information to JOHSC. Will see in Inboxes soon. Each group will have their own EH&S representative.

4.3. Emergency Wardens

Employer rebuilding this list. End of October / beginning of November there will be a callout to see who is interested in being or is already an Emergency Warden. There will be First Aid training for them.

4.4. Plexiglass removal

Employee noted this is coming down around campus and that many organizations including AHS, CDC and the Government of Canada all recommend the use of plexiglass in assisting with the prevention of the spread of COVID-19 and other respiratory illnesses. Employee agreed and pointed out that JOHSC was not consulted about this especially after their letter sent last year. Need for improved communication. Employee noted not sure if those impacted were consulted about masking after plexiglass was removed.

Employer noted it is removed on a department to department basis and that his team has decided to leave theirs up. Employee will advise those concerned that it is a manager decision and not being enforced from above.

4.5. EH&S Resourcing

Employer advised employee to work with JOHSC team and to take over minutes starting in November, 2022. Will work with Google Drive.

4.6. Snow Removal Committee Update

Employer advised working directly with Grounds on different ways to tackle things. Also working with Grounds for do's and don'ts. Working with grounds directly and MarCom to

put out information. This is a sub-committee of JOHSC and there are two employee representatives on this committee.

5. Reports

Employee raised concern about asbestos abatement concern regarding external company. Pre-education piece not done correctly. Employer advised worked directly with external company and no concerns, air monitoring done and came back clean.

Employee also raised concern about G100 and asbestos during renovations. Need clear communication to the MRU community to alleviate any concern.